

# **Project ENVVEST**

## ***Community Advisory Committee***

### **Bylaws**

#### **MISSION STATEMENT**

The mission of this Community Advisory Committee (CAC) is to provide a forum for communication between Puget Sound Naval Shipyard & Intermediate Maintenance Facility (PSNS & IMF), Washington State Department of Ecology (WDOE), U.S. Environmental Protection Agency (EPA), and members of the community.

The CAC:

- Serves as a public forum for representatives of diverse community interests to present and discuss their concerns related to the ENVVEST decision-making.
- Acts as a mechanism for all affected and interested parties in the community to have a voice and to actively participate in the ENVVEST process.
- Provides a way for the ENVVEST Project to exchange information with members of the affected community.
- Encourages CAC members to discuss project issues and activities among themselves.
- Provides service to the rest of the affected community by representing the community in decisions regarding the project and by relaying information from these discussions back to the rest of the community.
- Provides informed recommendations and advice to PSNS & IMF, EPA and WDOE.
- Promotes community awareness and obtain constructive community review and comment on Project ENVVEST related issues.

These bylaws have been established to guide members and to maximize the effectiveness of the CAC. Membership and procedures must strive to facilitate open and effective communication, and adapt to changing conditions.

**A. NAME.** This organization shall be known as the **Project ENVVEST Community Advisory Committee**.

**B. AUTHORITY.** The Project ENVVEST Phase I Final Project Agreement (FPA) signed by PSNS & IMF, U. S. Environmental Protection Agency and Washington State Department of Ecology.

**C. MEMBERSHIP AND DUTIES.** Membership of the CAC is expected to be diverse and balanced and reflect a wide variety of concerns and interests in the community. Through CAC member participation, the ENVVEST project seeks the consistent involvement of a wide cross-section of the affected community.

The CAC is composed of two distinct levels of involvement. The first level is public-at-large. The public-at-large are members who show an interest in being informed and/or expressing opinions and viewpoints. This can be on an ongoing or intermittent basis. The second level of involvement consists of those who wish to commit time and effort toward helping to guide the project's public participation and get involved in decision-making. This second level group is the Executive Communication and Oversight (ECO) Committee.

1. Public-At-Large: Any person who wishes to be informed, or with an interest in expressing opinions and viewpoints and/or providing input to the ENVVEST project may be Public-At-Large members of the CAC. This can be on an ongoing or intermittent basis and includes anyone who attends a meeting, asks for information, or asks to be put on the mailing list. The Public-At-Large members are expected to provide constructive input, suggestions, and criticism; attendance of CAC meetings is optional, but all members of the public are encouraged to participate and share their diverse viewpoints.
2. ECO Committee: The ECO committee is made up of Public-At-Large members who wish to become more involved in the project and in its community involvement goals. The members give a commitment to participate in developing CAC recommendations, the coordination of community involvement, and communication to the public.
  - a. All formal recommendations issued by the CAC will be determined by an agreement of the ECO Committee. The ECO Committee will first strive to reach consensus, reserving voting as a secondary method for internal decision-making. When a controversy arises regarding procedural motions, issues, or recommendations for which consensus cannot be reached, the CAC Chairperson(s) will call for a motion to vote. When made and seconded, and with a quorum of ECO Committee members present for validity, a simple majority vote will determine the issue. A quorum is made up of the majority of ECO Committee members. All positions on issues of concern will be noted along with the majority position and will be presented in the CAC meeting minutes.
  - b. To become an ECO Committee member, a written membership application shall be submitted to the ENVVEST CAC Coordinating Committee.
  - c. Each government or community organization that wishes to participate in the ECO Committee may have only one representative per organization; applications from unaffiliated members may also be accepted.
  - d. Applicants for ECO Committee membership may apply at any time; new applicants will always be considered.

- e. Members are expected to participate in CAC meetings for a minimum of 12 months.
- f. Members will review and comment on documents and plans associated with ongoing Project ENVVEST activities.
- g. ECO Committee members are expected to attend all CAC meetings or send an alternate, if applicable. The alternate must represent the same group represented by the member. The alternate has the member's proxy.
- h. Members unable to continue to fully participate shall notify the CAC Coordinating Committee.
- i. To facilitate the exchange of information and/or concerns between the community and the CAC, members are expected to report to the groups that they represent and serve as a conduit for information to and from the CAC.
- j. CAC members will serve without compensation. All expenses incident to travel and/or attendance at CAC meetings and related events, and for providing review and input on technical documents, shall be borne by the respective members or their organization.
- k. ECO Committee members who miss two or more CAC meetings without notification or proxy representation will be evaluated for conversion to Public-At-Large status. This evaluation will be by the CAC Coordinating Committee, and will include contacting the member to determine if there is still intent to participate on the ECO Committee.

**D. CAC STRUCTURE.** CAC leadership is a joint responsibility.

- 1. The CAC will be led by a Coordinating Committee consisting of a representative from PSNS & IMF, WDOE, EPA, and the CAC Chairperson(s).
- 2. The CAC Chairperson(s) will be elected by the ECO Committee who may choose to elect Co-chairs. A CAC Chair term will run for 2 years and someone may serve more than one term if so elected by ECO Committee members.
- 3. The Chairperson(s) may be removed if it is determined that such person(s) is unable to perform required duties, is ineffective, or is detrimental to the CAC. Chairperson(s) removal is accomplished by a majority vote of ECO Committee members, and ECO Committee members will select a new Chairperson(s).
- 4. Duties of the Chairperson(s) include, but are not limited to:
  - a. ensuring membership participation in an open and constructive manner;

- b. ensuring that community issues and concerns related to Project ENVVEST are brought to the table;
  - c. coordinating and preparing the meeting agenda with the CAC Coordinating Committee; and
  - d. assisting in the dissemination of information.
- 5. Duties and responsibilities of the CAC Coordinating Committee include, but are not limited to:
  - a. ensuring adequate administrative support to the CAC;
  - b. developing and maintaining attendance records;
  - c. ensuring adequate creation, distribution, and retention of all pertinent documents;
  - d. ensuring that the Coordinating Committee considers and responds to comments made at CAC meetings;
  - e. providing relevant policies and guidance documents to enhance operation of the CAC;
  - f. publicizing all CAC meetings to the community; and
  - g. giving due consideration to CAC input.
- 6. The CAC Coordinating Committee will work with the Chairperson(s) and the CAC members to establish a process for public review and comment on documents, plans, and other pertinent information. The CAC Coordinating Committee will ensure that a process is in place so that advice and comments from individual CAC members are considered and responded to in a timely manner.
- 7. Sub-Committees may be formed in the CAC to facilitate participation, or to address specific issues or other items pertinent to the CAC. A committee may be formed and its members selected by a majority vote of the ECO Committee membership at the meeting the issue of committee is raised.
- 8. The frequency of the CAC meetings will be approximately every 4 months, with additional meetings as events and issues dictate. Meetings will be held at a variety of locations as determined by the CAC Coordinating Committee.
- 9. CAC meeting notices and agendas will be mailed to CAC members a minimum of two weeks prior to the meeting.
- 10. Amendments to this document can be made as agreed to by the CAC Coordinating Committee.
- 11. The CAC Coordinating Committee will maintain a file of final documents, member comments, and meeting minutes for future use. Such meeting minutes will be a joint responsibility of the Chairperson(s) and the Coordinating Committee. All documents and minutes will be available to the public via web site and by mail.